

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

CONSTRUCTION AIDE (TRANSPORTATION)

JOB DESCRIPTION

Employees in this job participate in the performance of a variety of work activities designed to ensure that highways, bridges, and allied transportation facilities conform to the plans and specifications of contractual construction agreements. Work is performed through the application of a body of knowledge related to standard construction work methods, practices, procedures, policies, and regulations; and, materials and equipment of the construction field.

There are two classifications in this job.

Position Code Title – Construction Aide(Transportation)-E

Construction Aide (Transportation) 6

This is the intermediate level. The employee works in a learning capacity as a beginning construction aide, performing recurring tasks while receiving on-the-job training under close supervision.

Construction Aide (Transportation) E7

This is the experienced level. The employee performs a full range of construction aide assignments and uses judgment in making decisions based on established methods and procedures. Guidance and direction are generally available as needed and work is reviewed in progress.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Tests gradation of aggregates in an assisting capacity.

Reduces and checks field books and performs a variety of mathematical calculations related to the work.

Performs compaction tests on paving and backfill projects.

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Performs air, temperature, and slump tests on concrete.

Performs duties of beginning roadman on a survey crew.

Operates transit, level, prism, and electronic measuring devices.

Plots cross sections.

Performs density and moisture checks of soil.

Reads and interprets plans and blueprints.

Inspects protective treatment and painting of structures.

Inspects fence construction.

Checks depth of aggregate base course.

Inspects tree and stump removal.

Assists with installation, inspection, and testing of equipment utilized in the traffic incident detection and surveillance systems.

Weighs various construction materials using platform scales.

Checks weigh tickets and accumulation sheets.

Maintains records and prepares reports.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is necessary at the intermediate level and considerable knowledge is required at the experienced level.

Knowledge of basic arithmetic.

Knowledge of the practices and materials used in construction work.

Knowledge of the terminology used in construction.

Knowledge of the various tests and inspection procedures used for construction materials.

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Ability to operate transit, level, prism, and electronic measuring devices to perform basic or routine survey assignments.

Ability to read and interpret plans, blueprints, and specifications and other source documents.

Ability to use and maintain equipment related to the work.

Ability to comprehend and carry out oral and written instructions.

Ability to maintain records and prepare reports.

Ability to operate a motor vehicle.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require employees to move from one field location to another.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to be exposed to hazardous work environments.

Physical Requirements

The job duties require an employee to handle the physical demands of the work, including lifting heavy objects.

Education

Educational level typically acquired through completion of high school.

Experience

Construction Aide (Transportation) 6

No specific type or amount of experience is required.

Construction Aide (Transportation) E7

One year of experience as a construction aide.

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Special Requirements, Licenses, and Certifications

Some jobs may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>	
CONSTRAD	Construction Aide	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Construction Aide-E	TRNCADEE	L32-003

ECP Group 1
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